



TimerTools™

suite of 13 full-screen timers ●

designed for teachers and presenters ●

seamless integration with PowerPoint ●

Kagan

TimerTools™ User's Manual

TimerTools™

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GENERAL NOTES

These instructions are included in the Help section of TimerTools. This is your print-friendly version.

Navigation

- **Main Menu Screen:** Select the timer you wish to display and use.
- **Return to Main Menu:** Click the Home button in upper right hand corner to return to the main menu.

Preset Abbreviations

- **H, M, S:** On the Preset buttons, hours, minutes, and seconds are abbreviated as follows:
 - h = hours
 - m = minutes
 - s = seconds

Time Entry Warning

- TimerTools will sound a warning buzzer if:
 - a countdown timer is started with 0 as the countdown time.
 - a time is greater or less than an acceptable time.
 - a time entry field is left blank.
 - an invalid function is attempted while the timer is running.
- The timers will not function properly if invalid characters or letters are entered.

Computer Times & Sounds

- **Clocks:** The clocks are based on your computer's time, so verify that your computer time is set correctly.
- **Volume:** To disable or adjust alarm volume, use your computer's sound settings.

Scale Timer Tools

- **Scale:** To scale the TimerTools window, click and drag the bottom right scale handle.
- **Full Screen:** To view TimerTools as a full screen, select View > Full Screen (Shortcut keys: for PC: Control + F; for Mac: Command + F)
- **Exit Full Screen:** To exit Full Screen press the ESC key or repeat the full screen shortcut keys again.

Timers Reset Upon Exit

Each timer is reset when exiting that timer.

Run Multiple Timers Simultaneously

If you wish to run multiple timers simultaneously (for example Alarm Clock and Countdown Timer), duplicate and open multiple copies of TimerTools.

Performance Note: Increasing the scale of TimerTools or running multiple timers simultaneously may slow the performance of your computer. However, all timers will remain accurate.

CLOCKS



Analog Clock

Large analog clock with small digital time, day, date, and year.

Use for: Displaying time and date.

To Set the Time or Date

Adjust the time or date on your computer.



Digital Clock

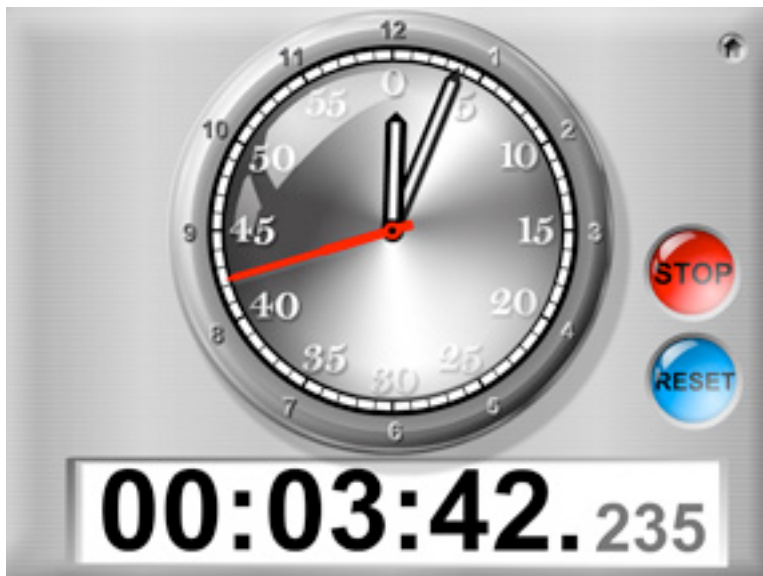
Large digital clock, day, date, and year.

Use for: Displaying time and date.

To Set the Time or Date

Adjust the time or date on your computer.

STOPWATCHES



Analog Stopwatch

Large analog stopwatch with smaller digital display. Counts up from 0.

Use for: Timing events.

To Start the Stopwatch

Click the Start button.

To Stop the Stopwatch

Click the Stop button.

To Re-Start the Stopwatch

Click the Start button again.

To Reset the Stopwatch to 00:00:00

Click the Reset button.

Note:

The large inside numbers are for timing seconds and minutes. The small outside numbers are for timing hours.



Digital Stopwatch

Large digital stopwatch with smaller analog stopwatch. Counts up from 0.

Use for: Timing events.

To Start the Stopwatch

Click the Start button.

To Stop the Stopwatch

Click the Stop button.

To Re-Start the Stopwatch

Click the Start button again.

To Reset the Stopwatch to 00:00:00

Click the Reset button.



Split Stopwatch

Records up to 5 splits from the stopwatch. Counts up from 0.

Use for: Timing multiple events.

To Start the Stopwatch

Click the Start button.

To Stop the Stopwatch

Click the Stop button.

To Re-Start the Stopwatch

Click the Start button again.

To Reset the Stopwatch to 00:00:00

Click the Reset button.

To Record a Split

Click any Split button from 1–5.

To Clear any Individual Split

Click the Clear Split button (red button with X).

To Clear all Splits and Reset the Stopwatch

Click the Reset button.

COUNTDOWN



Countdown Timer

Counts down from a user-selected time or from a preset time and triggers an alarm at 00:00:00.

Use for: Allotting a predetermined time to an event.

To Set and Start a Countdown Time

- In the Input box, double click the hrs, mins, or secs field to highlight the field. Type in desired time. Click the Start button to start countdown.

or

- Use the Up or Down buttons to adjust the hours, minutes, and seconds. Click the Start button to start countdown.

or

- Click a Preset Countdown button.

To Stop the Countdown

Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Reset the Countdown

Click the Reset button. The timer will be set with the last time used.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The Countdown Input box disappears when a countdown is in progress. Click the Reset button to make Countdown Input box re-appear.
- Press Tab to tab between the hours, minutes, and seconds fields respectively to input a time. Press Shift + Tab to reverse the tab order.



Hourglass Timer

Hourglass visually displays time elapsed and time remaining and triggers an alarm at 00:00:00.

Use for: Allotting a predetermined time to an event.

To Set Hourglass Time

In the Input box, double click the hrs, mins, or secs field to highlight the field. Type in desired time. Click Start to start countdown.

To Start the Countdown

Click the Start button.

To Stop the Countdown

Click the Stop button.

To Re-Start the Countdown

Click the Start button again.

To Reset the Countdown

Click the Reset button. The timer will be set with the last time used.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The Hourglass Input box disappears when a countdown is in progress. Click the Stop button, then the Reset button to make the Hourglass Input box re-appear.
- Press Tab to tab between the minutes and seconds fields to input a time.



Seconds Timer

Counts down from the seconds entered to 0 on with large numbers and with a progress bar. Progress bar turns from green to yellow to red as time approaches completion.

Use for: Allotting a predetermined time (in seconds) to an event.

To Set the Seconds Timer

- Double click the large numbers in the Enter Seconds box to highlight the field. Type in desired time in seconds. Click the GO button to start seconds countdown.

or

- Use the + or – buttons to adjust the seconds. Click the GO button to start seconds countdown.

or

- Click any Preset Time button to immediately begin countdown.

(Tip: Roll your cursor over a Preset Time button to display the time in the Enter Seconds box. Then use the + or – buttons to fine tune the seconds desired.)

Interrupt Countdown

During countdown, click the blue Back button (on left) to return to the seconds entry screen. This will interrupt the countdown and allow you to enter a new countdown time.

Acknowledge Alarm

When triggered, click the OK button to return to the seconds entry screen.

Notes:

- Progress bar changes colors at the following times:
 - Green = 100–40% time remaining
 - Yellow = 40%–20% time remaining
 - Red = 20%–0% time remaining



Interval Timer

Repeatedly counts down from a user-selected interval time to 00:00. Progress bar visually displays remaining time. Bell chimes indicating time's up for the interval.

Use for: Indicating time remaining for timed intervals.

To Set the Interval Timer

- Double click the small mins or secs field (at bottom) to highlight the field. Type in desired time. Click the Start button to start interval countdown.
- or
- Click any Preset Time button and then click the Start button to begin interval timing.

To Start the Interval Timer

Click the Start button.

To Stop the Interval Timer

Click the Stop button.

To Re-Start the Interval Timer

Click the Start button again.

To Reset the Interval Timer to Last Time Set

Click the Reset button.

To Display a Set Time on the Main Display

Click the Show button.

To Clear the Time

Click the Clear button.

Notes:

- The Interval Input box disappears when interval timing is in progress. Click the Reset button to make the Interval Input box re-appear.
- Press Tab to tab between the minutes and seconds fields to input a time.



Turn Timer

Counts down time remaining for multiple turns. User enters how many turns to time and then enters the time desired for each turn. When initiated, "1" is displayed indicating it is the first turn and the timer counts down. When the countdown reaches 00:00 and the progress bar runs out, a harp sound indicates time's up for that turn. The next turn (2, and so on) is automatically selected and the countdown begins. Alarm bell tolls twice when all turns have been completed.

Use for: Timing equal turns.

To Select the Number of Turns

- In the Turns box, double click the Turns field to highlight the field. Type in the number of turns from 2–9.
- or
- In the Turns box, click either Preset button (2 or 4).

To Set the Turn Time

- In the Time box, double click the mins or secs field to highlight the field. Type in desired turn time. Click the Start button to start turn countdown.
- or
- In the Time box, click any Preset Time button.

To Start the Turn Timer

Click the Start button.

To Stop the Turn Timer

Click the Stop button.

To Re-Start the Turn Timer

Click the Start button again.

To Reset the Turn Timer to Last Set Turns and Time

Click the Reset button.

To Display Set Turns and Time on the Main Display

Click the Show button.

To Clear the Turns and Time

Click the Clear button.

Notes:

- Turns begin with 1 and advance by 1 until all turns are completed.
- Turn range is from 2–9: 1 turn is not permitted; more than 9 turns are not permitted.
- Press Tab to tab between the turns, minutes, and seconds fields respectively to input a turn or time. Press Shift + Tab to reverse the tab order.



Stoplight Timer

A blinking green stoplight indicates who's turn it is and the countdown timer counts down time remaining for the turn. When the timer reaches 00:00, the light turns red and a sound indicates it's the next person's turn. The next stoplight blinks green. When all turns are completed, all lights turn red and an alarm sounds.

Use for: Timing equal turns on a team of 2, 3, or 4.

To Select the Number of Turns

- Click a Turn button: 2, 3, or 4. The number of stop lights at the top will match the number of turns selected.

To Set and Start the Timer

- Click a Preset Time button and the countdown begins.

Note: A turn must be selected before the time is selected or a buzzer will indicate no turn has been selected.

To Stop the Stoplight Timer

Click the Stop button.

To Re-Start the Stoplight Timer

Click the Start button again.

To Start a New Countdown Using the Same Number of Turns

Click a new Preset Time button.

To Start a New Countdown Using a Different Number of Turns

Click the Reset button. The timer is ready to select a new Turn button and new Preset Time button.

ALARMS



Alarm Clock

Displays large time, and small day, month, date, and year. Triggers an alarm at a set alarm time.

Use for: Quickly setting a single alarm.

To Set the Alarm

1) In the Set Alarm box, double click the hour or minutes fields to highlight the field. Type in desired alarm time. Click the AM/PM button to toggle between AM/PM. Click the ON/OFF button to display ON.

or

2) Use the Up or Down Arrow buttons to set the hour and minutes. Click the AM/PM button to toggle between AM/PM. Click ON/OFF button to display ON.

or

3) Click any Preset Alarm button. The Preset Alarm buttons set the alarm for the current time plus the value of the Preset button.

To Turn Off the Alarm

Click the ON/OFF button to display OFF.

To Return to Alarm After Alarm Triggered

Click the OK button. The alarm time is maintained in Set Alarm box. The ON/OFF button is automatically toggled to the OFF position.

Notes:

- The alarm clock is automatically turned off when exiting the alarm mode, but the set alarm time is retained in memory.
- The set alarm time is reset to the default when the program is quit.
- Do not use the tab button to tab through the alarm input fields.



Multi-Alarms

Four customizable alarms. Displays large time, and small day, month, date, and year.

Use for: Setting a maximum of four alarms.

To Set the Alarms

1) In an Alarm box, double click the hour or minutes fields to highlight the field. Type in desired alarm time. Click the AM/PM button to toggle between AM/PM. Click the ON/OFF button to display ON.

or

2) Use the Up or Down Arrow buttons to set the hour and minutes. Click the AM/PM button to toggle between AM/PM. Click ON/OFF button to display ON.

To Name an Alarm

In an Alarm box, highlight the alarm name field. Type in desired alarm name. (This alarm name will appear on your alarm when the alarm is triggered.)

To Turn Off the Alarm

Click the ON/OFF button to display OFF.

To Return to Alarm After Alarm Triggered

Click the OK button. The alarm time is maintained in Set Alarm box. The ON/OFF button is automatically toggled to the OFF position.

Notes:

- The alarm clocks are automatically turned off when exiting the multi-alarm mode, but the set alarm times and names are retained in memory.
- The set alarm times and names are reset to the default when the program is quit.
- Do not use the tab button to tab through the alarm input fields.